

How your Ministry can Communicate - Part 3

Dear Ministry Leader,

Over the past two weeks we have shared with you some options to communicate your ministry needs, activities and victories more effectively. Two weeks ago some guidelines regarding our announcements were sent and last week you were encouraged to help us fill our BROCHURE RACKS with information about your Ministry. If you'd like to get another copy of these E Mails please [click here](#), and we'll E Mail one to you!



More Communication Options!

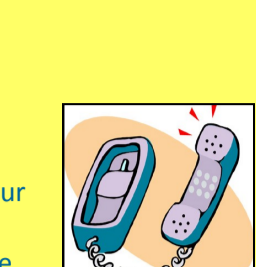
How to Communicate using the Church Marquee.

- Keep information short and to the point.
- Don't use 'churchy' terms
- Communicate the Facts – What, when, where, why!
- There are three lines on the sign... when it comes to words, less is more.
- Imagine how your words will look when someone drives by at 45 mph
- To have something on the sign contact Bud Fowler – budfwlr@earthlink.net or (407) 671-6159
- Please give Bud the information you want on the sign in good time for your event!



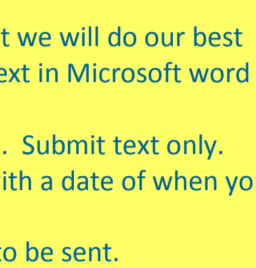
How to Communicate using the web –

- Information needs to be sent a week before you want it posted on the web.
- Information should be sent to KenD@Alomazone.org
- Some fonts and colors may not be compatible with the world wide web, but we will do our best to find a comparable font. For the best results, format your text in Microsoft word or Publisher.
- ...or a hard copy place in the 'webmaster' box in the workroom and then call or email Ken to let him know it's there.
- There is no information too redundant to be placed on our web site.
- In order to communicate effectively is there a logo or graphic that could be placed next to your announcement?



How to Communicate using the phone tree

- Consider who you want to get your message?
- Consider what messages you like – and dislike – to hear on your answer machine.
- Write out the text for your message. Keep it under one minute, 30 seconds is ideal. Make sure you are very clear on the details of your announcement. Leave a contact name and number. Repeat the contact number in your text.
- Once you have your text contact Martha Virginia Spivey (MVS@Alomazone.org / 671 2180 and she can help you record and send your message.



How to Communicate using our E Mail list.

- Consider what you expect to see in a helpful E Mail.
- Type out your message – choosing your own font and color – and check that it communicates what you want to. (Some fonts and colors may not be compatible with our program, but we will do our best to find a comparable font. For the best results, format your text in Microsoft word or publisher – no PDF files please.)
- Please note that we are unable to use graphics on bulk emails. Submit text only.
- Send the E Mail to Karen Christie (KarenC@Alomazone.org) with a date of when you would like it to be sent.
- Please give Karen 3 days notice of when you want the E Mail to be sent.
- Please note that E Mails cannot be sent during the weekend and in order to not fill our members E Mail boxes, it may be combined with another E-announcement.

